

# News Letter

AMERICAN MANAGEMENT  
ASSOCIATION

20 Vesey Street

New York, N. Y.

No. 27

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## Management Tour to Europe

England, Germany, Italy and France will be visited by a Management group under the auspices of the American Management Association in 1926. The itinerary includes tentatively visits to Lever Brothers at Port Sunlight, Brunner Mond & Company at Winnington, Hans Renold & Company, at Dinsbury, Manchester; British Westinghouse Company and Ford Motor Company at Trafford Park, Cadbury Brothers at Bourneville, five days at London, a day each at Letchworth and Sheffield and a day at Rowntree & Company at York.

On the continent the group expects to include Antwerp, Brussels and Cologne; Fr. Bayer & Co., International Harvester Company and Bohler Steel Company at Dusseldorf; the Krupp plant at Essen, the Allegemeine Elektricitate Gesellschaft, Ludwig Loewe Machine Tool Works, the Borsig Locomotive Works, in Berlin, the Breda Locomotive Company and Pirelli Rubber Works in Milan, the Fiat Automobile Company in Turin, two days at International Labor Office and League of Nations in Geneva; the Berliet Automobile Company and LeCreusot Works at Lyons, the Renault, Citroen, and Thompson Huston plants and the Parfumerie Houbigant at Paris.

There will also be trips to Chester (England), Cambridge, Bank of England, Lloyds, Royal Exchange, Houses of Parliament, Lucerne and the battle fields and reconstructed areas of France.

In the larger centers such as Manchester, London, Letchworth, York, Duesseldorf, Berlin, Milan, Geneva and Paris there will be informal conferences with representatives of industry, government officials and others. There will also be alternative daily programs for the non-technical members of the party including the English Lake District, the principal places of interest in and near London, Henley and

Oxford, principal places of interest near York, Antwerp, Brussels and Cologne, a Rhine trip, Potsdam, trip to the summit of Mt. Rigi, Interlaken, Versailles, St. Germain, Fontainebleau, etc.

The personnel of the group will be carefully selected. Persons interested in it should write the Managing Director, W. J. Donald, who will present requests for more information to the proper authorities.

### **Convention Program Committee**

For the excellent program of the Annual Convention, the Association is in debt to the program committee, consisting of:

Martin Dodge, Manager of Industrial Bureau, Merchants Association of New York.

M. D. Liming, Manager, Bureau of Commercial & Industrial Affairs, Boston Chamber of Commerce.

C. W. Garrett, Statistician, Pennsylvania Railroad Company.

Dr. Alfred E. Shipley, Personnel Director, Knox Hat Company, Inc.

Ernest Katz, Controller, R. H. Macy & Company.

R. W. Sparks, Deputy Manager, Policy-holders' Service Bureau, Metropolitan Life Insurance Company.

Arthur Lazarus, Managing Director, U.P.C. Bureau of Business Economics.

Sanford Thompson, President, Thompson and Lichtner Company.

Charles W. Lytle, Director, Industrial Co-operation, New York University.

John Allen Murphy, Associate Editor, The Printers' Ink Publications.

G. A. Bowers, Industrial Relations Staff, Curtis, Fosdick & Belknap.

L. N. Denniston, Superintendent, Department of Instruction and Training, The Travelers Insurance Company.

### **By-Laws**

The Executive Committee recommend for adoption the following additional amendment to the By-Laws, namely, the addition of the following section to Article I.

9. "Members whose dues remain unpaid three months after they are due may be sus-

pended and their names, as well as the names of members dropped for non-payment of dues, may be posted either in the offices of the Association or at conventions of the Association or by publication".

### **Production Executives**

The Supervisory Forces: Their Selection, Rating, Development, Compensation, etc., will be the topic for the next regular conference of the Production Executives Division which will be held at Silver Bay, Lake George, New York, June 30 and July 1 and 2, 1926. The Committee-in-Charge of the Division includes Frank P. Cox, Manager, West Lynn Works, General Electric Company, *Chairman*; C. S. Ching, Supervisor of Industrial Relations, United States Rubber Company; H. Keyes Eastman, Factory Manager, The Hills Brothers Company; W. H. Winans, Industrial Relations Department, Union Carbide Company; Leonard S. Tyler, Vice President, Acme Wire Company, S. R. Stilp, Manager, Kimberly Clark Company, A. H. Young, Industrial Relations Counsel, Curtis, Fosdick and Belknap; Milton D. Gehris, Vice President, John B. Stetson Company; G. H. Wilson, Manager, Labor Department, Deere & Company; A. T. Morey, General Manager Commonwealth Steel Company; J. M. Larkin, Assistant to President, Bethlehem Steel Company; E. K. Hall, Vice President, American Telephone and Telegraph Company; F. J. Gardner, Swift & Company, and Oscar Grothe, Vice President, White Sewing Machine Company.

### **Junior Members**

The first Junior Chapter of the Association was organized in New York on Monday, February 8 with 22 members. The temporary committee consists of the following:

Theodore Sander, Goldman Sachs & Company, *Chairman*.

Clarence F. Yourmans, Robert Gair Company, *Vice Chairman*.

John C. Newsome, Henry L. Doherty & Company, *Secretary-Treasurer*.

The next meeting of the Chapter will be held on Monday evening, March 1, 1926, at the Town Hall Club, New York City, for the purpose of adopting the charter and by-laws

and electing the Board of Directors, who in turn will, from their own number, elect the officers.

### **Personnel Administration in College Curricula**

A copy of "Personnel Administration in College Curricula" will be sent on request to any university or professor who wishes one, or to any member of the association—as long as copies are available.

### **Proceedings Chicago Conference on Office Management**

Persons not members of the Association may order a complete set of the proceedings of the Chicago Conference on Office Management for \$5.00—instead of a total of \$8.00 if the papers were purchased separately. The papers include:

- Following up Complaints and Errors.
  - Inter-communication in the Office.
  - Units of Measurement in Office Work.
  - The Status of Measuring Office Work.
  - The Technique of Finding the One Best Way.
  - Youth—the Beginning of Right Relations in Management.
  - Correspondence Manuals.
  - Job Classification and Salary Standardization.
  - Reduction of Noise in the Office.
  - Tests for Clerical Employees.
- In order to secure the advantage of this rate, orders must be received in the offices of the Association by March 10, 1926.

### **News Item**

Swift & Company have distributed to their employees several pamphlets on employee representation, namely:

1. Employees Representation Plan for the Plants of Swift & Company.
2. Questions and Answers on the Operation of Swift & Company's Plan of Employees Representation.

A letter directed to A. H. Carver, Industrial Relations Department, Swift & Company, Chicago, will bring you a copy of each of these pamphlets.

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